



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO P1732.2
Chaplain

07 JUL 1999

STATION ORDER P1732.2

From: Commanding General
To: Distribution List

Sub: FUNERAL/MEMORIAL SERVICES IN AIRMAN MEMORIAL CHAPEL

Ref: (a) NAVMC 2691 (Marine Corps Drill and Ceremonies Manual)

Encl: (1) Tenant Command/Department Schedule of Events Checklist

1. Purpose. To set procedures for conducting funerals and memorial services in the Airman Memorial Chapel.

2. Cancellation. StaO P1732.1.

3. Background. According to military tradition, a very important part of taking care of members of our military family is providing honorable funeral/memorial services for those who have given their lives in the service of their country, and for their immediate family. Therefore, in keeping with reference (a), providing for every detail of the service is important and vital. On all but rare occasions funerals/memorials are short-notice and all actions must be taken immediately. Therefore agencies participating in response to service requests will handle them as you would a congressional inquiry. No request will be placed aside until action is completed/answered.

4. Uniform. Lay participants and attendees will wear the service dress uniform or appropriate civilian attire unless otherwise specified.

5. Action

a. The Command Chaplain will:

(1) Coordinate with the family and/or the respective tenant command/department concerning date, time, order of service, and rehearsal of all participants. Enclosure (1) will be provided as a checklist.

(2) Prepare guest book.

(3) Ensure the readiness of chapel spaces and grounds.

(4) Secure an organist.

(5) Prepare a bulletin.

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b. The Tenant Command/Department will

(1) Designate a point of contact (POC) to be responsible for coordinating all details with the chaplain conducting the service, i.e., date, time, order of service, and names of participants.

(2) As necessary provide ushers for the service and working parties to aid in the preparation of chapel spaces and grounds.

(3) Prepare and send to the chaplain a biography and photograph of the deceased for printing in the bulletin. A sample bulletin should be obtained from the chaplain department to use as a guide for format.

(4) Coordinate with the chaplain a time for the participants (including ushers) to rehearse.

(5) Secure a bugler and honor guard.

(6) Contact the PMO to arrange for traffic control and gate passage for non-military guests upon determination of date and time.

(7) Obtain photographer(s) and video camera operator(s), if desired.

(8) Notify MCAS Miramar Public Affairs Office of date and time of service.

(9) Submit marquee announcement to MCAS Miramar Morale, Welfare and Recreation Department (code 5BH).

c. Provost Marshal's Office will:

(1) For funeral only, during outdoor honors and entourage departure preparation, secure Jupiter Road between Polaris Avenue and the east entrance of the Gymnasium's (Bldg.2471) parking lot from all vehicles not involved in the service.

(2) Guests for funerals will not have passes and must be afforded deference and courtesy by the gate sentries.

d. Public Affairs Office. The Public Affairs Office will coordinate the placement of civilian news media, civilian photographers and video camera operators before, during and following the service, as necessary.

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6. Certification. Reviewed and approved this date.


A. CAUGHMAN
Chief of Staff

Distribution: A

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TENANT COMMAND/DEPARTMENT SCHEDULE OF EVENTS CHECKLIST

- ___ Tenant command/department POC for coordination of service is _____.
- ___ Chaplain makes pastoral call to family and/or tenant command/department.
- ___ Date and time of funeral/memorial service is set _____.
- ___ COS MCAS Miramar notified of date and time.
- ___ Bugler and honor guard secured.
- ___ Participants' names and tasks given to Chaplain.
- ___ Biography and photograph given to Chaplain.
- ___ PMO notified.
- ___ Working party names given to Chaplain.
- ___ Rehearsal date and time _____.
- ___ Public Affairs Office notified.
- ___ Marquee notice submitted.
- ___ Uniform will be _____.

ENCLOSURE (1)

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FUNERAL/MEMORIAL SERVICE CHECKLIST FOR CHAPLAINS AND RPS

INITIALS SUBJECT

_____ MCAS Miramar CG and COS informed of death; as appropriate.

_____ Date and time of service

_____ MCAS Miramar CG and COS informed of date and time of service.

CG MCAS will _____ will not _____ attend

COS MCAS will _____ will not _____ attend

_____ Marquee notice submitted by tenant command/department.

_____ PMO notified by tenant command/department of date and time of service agreeing to necessary tasks.

_____ Public Affairs Office notified.

_____ Chaplain coordinating bulletin _____.

_____ Name of participants:

Ushers _____

Eulogy _____

Readers _____

_____ Date and time of rehearsal _____

_____ Bulletin completed.

Biography and photo of deceased.

Order of service.

_____ Honor guard and bugler arranged by command.

_____ Name of organist _____.

Requisition sent to Supply Department to obtain organist.

Copy of bulletin on organ/piano.

_____ RP available to assist florist.

_____ RP available to assist photographer and video camera operator(s).

ENCLOSURE (1)

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- _____ Chapel clean and in good order.
- _____ Notify grounds keepers not to mow the lawn if service is on a mowing day.
- _____ Brass polished.
- _____ Chapel rigged according to form of service.
- _____ Front pew reserved for family and official guests.
- _____ Face tissues placed on pews for family.
- _____ Copy of bulletin, Bible, and other worship aids placed on front pews and participants' seats.
- _____ Memorial book pages put in folders and placed, along with pens, on a table by the entrance of the chapel.
- _____ Public address system and lights tested and adjusted.
- _____ Candles lighted 15 minutes prior to beginning of service.
- _____ Ushers stationed to pass out bulletins and seat guests.
- _____ Ushers briefed on how to organize and help guests exit chapel.
- _____ Ushers stationed to help guests exit chapel.
- _____ Honor guard and bugler in position outside of chapel.
- _____ Extra bulletins saved for family and office file.

ENCLOSURE (1)